

TOWN CLERK

There are 73 chapters and 451 statutes of the Massachusetts General Laws that direct the town clerk's duties. The town clerk interacts with all of Stow's town boards, as well as, several state agencies on a regular basis. The town clerk is also the chief election officer for the town of Stow and a member of the Board of Registrars of Voters.

In addition to elections with voter registrations, nomination papers, petitions and campaign finance reporting, the town clerk's office is responsible for dog licensing, maintaining vital records (birth, marriage, death), business certificates, raffle permits, administering the oath of office to all elected and appointed officials, filings for the Planning Board and Zoning Board of Appeals, fuel storage tank registrations, annual town census, collection of fines (parking, dog, and marijuana violations), preservation of permanent records, town meeting setup, scheduling the use of the town common sign and town hall.

Other responsibilities include implementing the Open Meeting Law and the Ethics Law requirements that went into effect a year ago. Every municipal employee and official must receive a summary of the Ethics Law annually and provide the clerk with documentation that he/she has received the summary. Every other year municipal employees and officials must take an online educational training and provide a certificate of completion to the town clerk. All of this paper work is retained for a minimum of six years.

The final census numbers from the 2010 decennial U.S. census were released in the summer of 2011. Stow's population according to the U.S. census (April 1, 2010) was 6590. Stow must split into two precincts since Stow's population exceeds the 'magic number' that requires a second precinct. That 'magic number' is 6,200 residents and it is determined by the U.S. census number. In 2000, Stow had less than 6,200 residents. In 2010, we exceed that number.

This office worked with the Secretary of the Commonwealth's Election Division's Re-Precincting Department and reviewed all the street number data (2655 households) to be sure each household was assigned the correct precinct number

We do all of this with minimal staffing. The town clerk is the only full-time staff person. The assistant town clerk, Kay Desmond, and office assistant, Deb Seith, work for a combined total of less than 25 hours per week.

Volunteers are an integral part of the office. Bill Byron and Ellie Beaudette assisted with the tedious task of opening all the census envelopes and sorting the forms by street number again this year. Also, we need to thank all of the election and town meeting workers for their assistance over the course of this busy election year. The workers' names are listed at the end of each election and town meeting. Thank you to everyone who assisted me this year. Your help is greatly appreciated.

2011 VITAL RECORDS

BIRTHS	50
MARRIAGES	14
DEATHS	23

**Individual vital record listings are omitted as a security precaution to deter identity theft.*

TOWN CLERK 2011 FINANCIAL TRANSACTIONS

FEES COLLECTED	
Vital record copies, bylaws, maps, etc	\$ 2635.90
Fines, bylaw violations, late fees	5625.00
Business Certificate filings	980.00
Fuel storage tank registrations	20.00
Raffle permit	20.00
Dog Licenses	10,773.00
Kennel Licenses	795.00
TOTAL FEES COLLECTED	\$ 20,828.90

ANNUAL TOWN MEETING MAY 2, 2011

Pursuant to the Selectmen's warrant of March 22, 2011, posted by the Constable on April 21, 2011, the annual town meeting was opened at 7:03 p.m. in Hugh Mill Auditorium at Hale School by Moderator David Walrath.

The meeting rose for an invocation delivered by Mr. Walrath, who then led the gathering in the *Pledge of Allegiance to the Flag*. Deputy Moderator Elizabeth Painter and Assistant Moderator Gary Horowitz were unanimously approved. Town officials were introduced: Selectmen, Town Clerk, Assistant Town Clerk, Town Counsel, Town Administrator, Selectmen's and Administrator's Administrative Assistant, Finance Committee and others. Several non-voters who may be heard during the course of the meeting were approved.

Moderator Walrath recognized the recent passing of Jean Lynch who was a member of the Capital Planning Committee and a former Selectman. Also recognized was the late Lisa Scesny, a Council on Aging van driver. Several persons who have left public service or who will not stand for re-election were honored.

On motion of Selectman Charles Kern, it was voted unanimously that the reading of the warrant and return of the constable thereon be waived but made a part of the record of this meeting, and that the Moderator be permitted to refer to each article by subject matter instead of reading each article in its entirety.

ARTICLE 1. Town Officers Not Elected by Ballot

On motion of Selectman James Salvie, it was voted unanimously that the members of the Board of Selectmen be elected to serve as Field Drivers for the ensuing year.

ARTICLE 2. Reports of the Selectmen and Other Officers and Committees

On motion of Selectman Laura Spear, it was voted unanimously that the reports of the Selectmen and other Town Officers, Boards, Committees and Commissions be accepted as printed in the 2010 Annual Town Report.